

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**

**AF INSTRUCTION 36-2855**

**AIR EDUCATION AND TRAINING COMMAND**



**Supplement 1**

**3 APRIL 2003**

**Personnel**

**JUDGE ADVOCATE GENERAL AWARDS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the HQ AETC Publishing WWW site at: <http://www.aetc.randolph.af.mil/im>. If you lack access, contact your base publishing manager.

---

OPR: HQ AETC/JA (Capt Kathy Montgomery)  
Supersedes AFI 36-2855/AETC Sup 1, 27 July 2001

Certified by: HQ AETC/JA (Col Joyce Spisak)  
Pages: 3  
Distribution: F

---

**AFI 36-2855, 15 February 2002, is supplemented as follows:**

This publication does not apply to Air National Guard and Air Force Reserve Command units. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

**SUMMARY OF REVISIONS**

This revision adds four new AETC-level awards: the AETC Trial Advocacy Award, the AETC TORCH Award, the AETC STAR Award, and the AETC Total Force Award. A ★ indicates revision from the previous edition.

★1. The Outstanding AETC Judge Advocate of the Year, Outstanding AETC Reserve Judge Advocate of the Year, Outstanding AETC Civilian Attorney of the Year, Outstanding AETC Paralegal Airman of the Year, Outstanding AETC Paralegal Senior NCO of the Year, Outstanding AETC Reserve Paralegal of the Year, Outstanding AETC Legal Services Civilian of the Year, and Outstanding AETC Senior Attorney of the Year will be chosen by the criteria in AFI 36-2855 for the corresponding Air Force award; selectees will be announced when the nominations are submitted to HQ USAF/JA. The AETC Trial Advocacy Award, AETC Top Officer Reservist Charge to Headquarters (TORCH) Award, AETC Special Training Award for Reservist (STAR), and AETC Total Force Award will be chosen by the criteria contained in this supplement for the corresponding AETC award.

1.1. Nominate the Outstanding AETC Judge Advocate of the Year for the Air Force Outstanding Judge Advocate of the Year Award (Albert M. Kuhfeld Award).

1.2. Nominate the Outstanding AETC Reserve Judge Advocate of the Year for the Air Force Reserve Judge Advocate of the Year Award (Reginald C. Harmon Award).

1.3. Nominate the Outstanding AETC Civilian Attorney of the Year for the Air Force Civilian Attorney of the Year Award (James O. Wrightson, Jr., Award).

1.4. Nominate the Outstanding AETC Paralegal Airman of the Year for the Air Force Paralegal Airman of the Year Award (Steve Swigonski Award).

1.5. Nominate the Outstanding AETC Paralegal Senior NCO of the Year for the Air Force Outstanding Paralegal Senior NCO of the Year (Karen Yates-Popwell Award).

1.6. Nominate the Outstanding AETC Reserve Paralegal of the Year for the Air Force Outstanding Reserve Paralegal of the Year Award (David Westbrook Award).

1.7. Nominate the Outstanding AETC Legal Service Civilian of the Year for the Air Force Outstanding Legal Service Civilian of the Year Award (Harold R. Vague Award).

1.8. Nominate the Outstanding AETC Senior Attorney of the Year for the Air Force Outstanding Senior Attorney of the Year Award (Stuart R. Reichart Award).

★1.9. The AETC Special Service Award recognizes outstanding contributions to the AETC legal mission. It may be presented to any military or civilian individual assigned to or outside of AETC, or to a deserving member of the civilian community. Award recipients will also be nominated for The Judge Advocate General's Special Service Award.

★1.10. (Added)(AETC) The AETC Trial Advocacy Award winner is an AETC trial counsel who has demonstrated outstanding clarity, zealously, civility, confidence, and preparation as a trial counsel and/or as recorder.

★1.11. (Added)(AETC) The AETC TORCH Award is presented in three different categories to outstanding reserve judge advocates to allow reserve judge advocate training to be broadened by performing duty at higher headquarters. The Category I award winner is selected from reserve judge advocates who are attached to bases within AETC, and the selectee will perform at least one week of training at the NAF level. The Category II award winner is selected from reserve judge advocates that have performed Category I training, or who are attached at the NAF. The selectee will perform at least one week of training at HQ AETC/JA. The Category III award winner is selected from reserve judge advocates that have performed Category II training, or are attached to HQ AETC/JA. The selectee will perform at least one week of training at HQ/USAF/JA, subject to HQ USAF/JA approval. All selectees will perform their duty during the fiscal year commencing 1 October following their selection.

★1.12. (Added)(AETC) The AETC STAR is presented to a reserve judge advocate attached to AETC who has created an outstanding written work product while performing inactive duty tours (IDT), annual tours, or special tours during the period 1 July through 30 June of the preceding calendar year.

★1.13. (Added)(AETC) The AETC Total Force Award recognizes outstanding use of active duty, reserve, and civilian resources in performing the mission of a base legal office for actions, which occurred during the period 1 July through 30 June of the preceding calendar year.

2.1. HQ AETC/JA appoints a panel to select the award winner for each award or award category.

★2.3. (Added)(AETC) Submit nominations for the AETC Trial Advocacy Award in a two-page memorandum format focusing on four criteria: results achieved in the courtroom/board room, given the nature and circumstances of the cases tried; preparation and flexibility; civility; and basic advocacy skills displayed on a consistent basis. Also, submit the last five officer performance reports (OPR). (If the nominee has less than five OPRs, then submit all of the nominee's OPRs.) Submit nominations from the wing/base SJA to HQ AETC/JA not later than 15 February of each year. Each nominee will compete in a moot court competition. HQ AETC/JA will select the award winner NLT 30 May.

★2.4. (Added)(AETC) Procedures for submission of nominations for the Torch Award are outlined separately for each category:

2.4.1. (Added)(AETC) Category I. The wing/base SJA submits nominees to the NAF SJA for selection no later than 1 August of each year. The NAF SJA will make the selection from those submissions no later than 31 August, and submit the nominee to HQ AETC/JA no later than 1 September of each year. HQ AETC/JA will make the selection from those submissions NLT 30 September.

2.4.2. (Added)(AETC) Category II. The NAF SJA submits nominees to HQ AETC/JA NLT 1 September of each year. HQ AETC/JA will make the selection from those submissions NLT 30 September.

2.4.3. (Added)(AETC) Category III. The NAF SJA submits nominees no later than 1 September of each year. HQ AETC will make the selection from reserve judge advocates that have either performed Category II training or are attached to HQ AETC/JA NLT 30 September.

★2.5. (Added)(AETC) Nominations for the AETC STAR must include one submission of the nominated reserve judge advocate's work product along with a cover letter not exceeding one page in length. Submit the nomination package to the NAF SJA no later than 1 August following the close of the year for which the award is given. Each NAF SJA will consider the wing/base SJA submissions and submissions of work product of reserve judge advocates attached to the NAF, and select the best work product no later than 31 August of each year. The NAF SJA must forward the nomination package with an endorsement letter to HQ AETC/JA no later than 1 September. HQ AETC/JA will consider the NAF SJA submissions and the work product of reserve judge advocates attached to HQ AETC/JA, and select the best work product no later than 30 September.

★2.6. (Added)(AETC) Submit nominations for the AETC Total Force Award in a memorandum not exceeding two typewritten, single-spaced pages. The nomination letter must be signed by the SJA, and shall specify the short or long term efficiencies, savings or recognition that resulted from the use of the resources. The wing/base SJA will submit the nomination to the NAF SJA no later than 1 August following the close of the year for which the award is to be given. The NAF SJA shall make the selection no later than 31 August, and forward their selection to HQ AETC/JA no later than 1 September of each year. HQ AETC/JA will select the award winner no later than 30 September.

★3.1. Present the AETC award winners appropriate mementos designating their particular award.

3.3. Submit nominations for AF-level awards to HQ AETC/JA by 15 February of each year.

BRUCE T. BROWN, Colonel, USAF  
Staff Judge Advocate